



**State of Rhode Island
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**Solicitation Information
November 19, 2013**

ADDENDUM # 2

RFP # 7529367

**TITLE: Architectural & Engineering (A&E) Services for Virks Building
Renovations, Pastore Campus, 3 West Road, Cranston, Rhode Island**

Submission Deadline: Wednesday November 27, 2013 at 10:30 am (Eastern Time)

Notice to Vendors, attached includes:

- Questions received with responses (no further questions will be answered)**
- Pre bid conference meeting minutes**

**Thomas Bovis
Interdepartmental Project Manager**

Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.

**TITLE: Architectural & Engineering (A&E) Services for Virks Building
Renovations, Pastore Campus, 3 West Road, Cranston, Rhode Island**

Questions & Answers:

Question 1: Will the 2008 existing conditions drawings be made available to the successful firm in CAD format, with the understanding that verification would be required? If not, wouldn't this put architectural firms who need to recreate the CAD files at a disadvantage regarding fee (compared to the CAD file holder)?

Answer 1: Yes, CAD and/or PDF Files will be made available to the successful respondent, with the stipulation that the Architectural Firm who originally drew the Virks documents has been indemnified from all errors, omissions, and liabilities.

Question 2: On Page 2, Item 1.1.c) states that the selected respondent shall be ineligible to bid upon future work related to this RFP. Is this true as it pertains to architectural and engineering services, and if so how would potential A/E service changes be handled on this project?

Answer 2: This statement is true; it applies to all work for construction of the executed final design under this RFP. If another RFP comes out in the future for additional work to the Virks building this will initiate a new RFP process.

Question 3: On Page 9, 2.2.n) states that LEED Commissioning and Application Fees will be part of Reimbursables. However, on Page 13, Part Two – Professional Fee Proposal a).iv., it states that all fees associated with USGBC should be included as part of the lump sum price. Please clarify if USGBC Application Fees are part of Reimbursables or the Lump Sum price. (Typically, they are part of Reimbursables.)

Answer 3: This language is correct all base bid prices and reimbursables are to be part of the Lump Sum Price for the Project. USBGC, LEED Commission and Application Fees are all reimbursables and should be included as part of the Lump Sum Price for the Project totaled at the bottom of the Bid Form.

Question 4: On Page 10, 2.4) Deliverables, there are requirements for hard copies to be included in the lump sum, not as a reimbursable expense. Would these be required for Phase I and Phase II each? Shall the costs broken out separately?

Answer 4: Yes, they will be required for Phase I and Phase II. No, costs don't need to be broken out separately.

Question 5: On Page 15, 3.5) e) there is a Payment Schedule. Since retainage (5%) will be held until satisfactory completion of the work, what are the terms for closeout (5%) to be paid? The concern is that 10% is a large portion of the fee to be held, for potentially long after the A/E work is complete.

Answer 5: Section 3.5) h) shall now read: *Five percent (5%) retainage shall be held by the State until the satisfactory completion of each of the six payment benchmarks outlined under Section 3.5) e).*

Question 6: Did the 2008 study include a site survey showing topography (spot grades) and site utilities? If so, will that be made available to the successful bidder?

Answer 6: There is an existing 2012 Pastor Complex site survey with topography in CAD as well as additional PDF drawings showing Complex utilities, that will be made available to the success respondent.

Question 7: If there is not a survey, is there a campus utilities plan that includes this site and would be made available to the successful bidder?

Answer 7: Yes, see Answer 6.

Questions from Pre-Bid on November 7, 2013

Question 8: Is it the intent of the project to fully sprinkler the Building?

Answer 8: Yes

Question 9: Will telecommunications be something that the architect will take care of?

Answer 9: Yes

Question 10: There appears to be a conflict in the RFP regarding the LEED application fees.

Answer 10: See Answer provided to Question 3 submitted above.

Question 11: Will there be an OPM?

Answer 11: Yes

Question 12: Is there a budget?

Answer 12: Yes. The budget will be made available to the successful bidder.

Pre Bid Conference Meeting Minutes:

Jonathan: Hello my name is Jonathan Depault I'm with DOA capital projects. To my left is Jeff Chmura of Capital Projects. We are looking to renovate Virks Building in 2 phases or two parts per the RFP. We are trying to get the roof put out as a separate bid. So with that being as a part of this bid but will be torn away. The roofs are the highest priority massive leaks that are ongoing right now. That being said we are asking for subcontract documents to bring this roof out to bid as well as anything needed to get this out to bid. And the reason why we're doing it in this fashion we are trying to get the A&E services to work along with it but at any point we will pull it away but at the last moment I don't want it to be said that we spent all the money in regards to contract administration or construction administration on the roof. Please bid two different jobs but one bid and I guess we will take a bunch of questions on regards to that but I just wanted to explain the rationale on this that the roof is failing and we are looking to do this ASAP. With that I'm going to give it to Jeff Chmura to get the kind of the harmony what we are looking for in this bid. We are looking for the Architecture services from basement to the top currently there is an occupied space in the basement. We are looking to vacate that area and therefore the renovation you'll have free run of the building. In the renovations aspect of that and with that we are looking at several things and Jeff will talk about the Existing Conditions Report.

Jeff: What we are doing with a lot of projects now is that we are doing a Building Study Report and within the Building Study Report includes existing conditions report. The Building Study Existing Conditions Report is currently defined on page 6 of the RFP. Also within the Building Study Report would be the hazardous materials report and also a proposed improvement list, space programming and a cost estimate for the various improvements. We will basically select items based on price and budget for the project and what we can afford and this will result in the list of proposed improvements that we can actually go ahead with we will be issuing as an addendum some clarifications or refinements to items that are listed under 2.2 Required Design Services which is on page 6 and 7 of the RFP. They are just basically clarifications so that there are fewer questions on what we're looking for. For example, under existing conditions we're looking for an assessment of the bldg. envelope and handicapped accessibility so that's a clarification that were putting in on the existing conditions. Also the assessment is supposed to be by qualified staff and sub consultants so we would expect sub consultants to reevaluate the current HVAC and things like that. So that will be the clarification of the existing conditions which is part of the building study report which will be clarified. Also regarding the proposed improvement list which is item #4 under the Building Study Report there will be some clarification on that as to the formatting that we're looking for just to make sure the language is correct. We're looking for both exterior and interior improvements. Additionally space programming, that clarification is being done on that which is also part of the Building Study and were adding a written program so we're expecting a written program which wasn't in the original language provided and were also going to be putting in the number of occupants of the building which is about 250 staff. As I said these clarifications will be in an addendum and the cost estimate which was part of the bldg. Study that's being clarified as well because currently it's one line but we would like that to be in a csi format with the cost broken down into columns indicating priority

level so that will also be included in the addendum so that's pages 6 and 7. Then we also have a couple of other items that will be in the addendum and that's under architectural design services as it is written it included schematic phase design, 90 percent construction document phase, and it appeared that the final 100% submission was not included. That will be added and on page 8 we also added a line for structural as well and under AV were going to clarify that the architect is to have an AV consultant be part of the architect's consultants and under deliverables which is on page 10 which is for the main building study, the cost estimate is to be in an excel format. To clarify that, all the cost estimates will be in an excel format. Also on the design development submission and 100% CD's we will also be adding about updating the color renderings since most renderings are done by computer I mean if we have a change in design then a new rendering can be provided. And then on the bid form we're going to do a clarification on reimbursable for your out of state travel which says the reimbursables are to be printing, hazardous materials, postage and out of state travel not related to visits project team members or project site. So those are some of the clarification we will be issuing an addendum and if you have any questions you would send the questions to Tom Bovis at the Division of Purchasing.

- Jonathan: We have highlighted the changes so what Jeff has taken with yellow highlighting will show a difference
- Jeff: Yes but it may not come out that way. That's for our internal purposes. We will be reissuing the sections that we talked about.
- Tom: And we will be posting as an addendum do you know when we will be getting this or
- Should I wait till I get that back before I post sign in sheet.
- Jonathan: We should give this with the sign in sheet.
- Jeff: We should have that if not today by tomorrow
- Tom: OK Good
- Jonathan: With that are there any questions? I'm sure there's plenty
- Jonathan: How are you?
- Kathy Bartells: LLB architects um regarding the scope of the project in the existing conditions report it talks about sprinkler, possibly recommending seeking a variance for sprinklers and I was wondering if there was a change um in terms of that the intent would be to pull a sprinkler
- Jonathan: The intent would be that we would be fully sprinkling this bldg. overall just globally the intent is to get this building complete and free standing with no variances that way there we can start moving people around campus that's the intent.
- Kathy: The recommendation in the report is to seek a variance.
- Jonathan: Correct. Due to the hype and occupancy we will not be able to do that. We would be looking for full fire alarm full sprinkler and as well as any life safeties that will go along with that.
- Ray Dusault Engineering design services:
- The security design and telecommunication data will it be information about what you want to use in that bldg.. Or is that something the consultants will be taking care of.
- Jonathan: It is something the consultants will be taking care of.
- Jonathan: We have an IT department who will be working in harmony so that it isn't necessarily running from crash but the IT department will be assisting us and guiding what the current requirements of Do IT has today.

Joanthan: Kathy

Kathy: I did send some written questions should I just wait for those or should I

Jonathan: Yes it would be easier if we could pool it I mean there not no one's breaking their arms to raise their hand so we'll get these out I think it's more of a reverent quality there going to see what is going to pop on the questions and hopefully it does flush out more questions we are open to questions but let's get them in writing back to you so it's clear.

Kathy: Well I mean the ones that I have sent previously

Jonathan: Well the written answers going to be what dictates it anyways.

Tom: Yeah what we do is I wait till the last date and print them all out and work with capital projects folks so I mean I wasn't going to answer any questions till the deadline so if you sent some in we will pick them out and... We usually like to get the questions after the pre-bid meeting so we don't have people back if we solicit something and have to go back in a month and look at things

Jonathan: Is it something special? Top 3??

Kathy: Well I had a question on application fees seem to be at one point and I don't have it in front of me but at one location said it would be part of reimbursables and then another location it said be part of a lump sum so I need clarification.

Jonathan: Yeah were actually going to give clarification on the lead requirements versus the green building act there something coming out from the BCC that can shed more light to the questions that actually would drive up an exorbitant amount of fees for the leed so we try to get that answer also in regards to your questions if whether or not it's conflicting in the RFP or not.

Kathy: OK thank you.

Joe Caldarone Vision 3 Architects:
Will the client have an Owners project management group representation on this project or is it the intent to seek out an OPM for this project indepent of the work we will be providing.

Jonathan: The state's current trend is we are getting OPM on board but at this point we will be looking to see the project where it comes in and whether we get an OPM or not

Joe: So it's still undetermined.

Jonathan: Still undetermined. The way we've been running is we are getting OPM for every job

Joe: And when would that person come on board after it goes out to bid.

Jonathan: Yes we typically would do an OPM first on this project so it's going to be coming after the fact. For our larger projects we already have an OPM on board and the OPM has helped us with the selection process of the A/E firm that's not the case; but were looking to get somebody on board.

Joe: Second question I might have missed because I have not been through RFP comprehensively but is there a budget identified for the project.

Jonathan: Yes

Joe: And that's in the RFP

Jonathan: It's not published.

Joe: It's not published? So that will be shared once the selection is made.

Jonathan: Correct

Tom: Any other questions?

Geoff Northrup, Williams Starck Architects: Do you know what extent of the drawings that were prepared are? Is it exterior elevations, public floor plans? Do you have any idea what the extent of the drawings is?

Jonathan: We have a bid set that was ready to go so the answer to your questions is you do have extensive but obviously the prior firm or the other firm doing that if indeed the winning vendor is to receive it, there going to be indemnification going out to the vendor who was awarded it last time; but I have to emphasize that would be for existing conditions they have changed somewhat due to the rapid deterioration of the bldg..

Jeff Northup: Thanks

Tom: Anything else any questions? Does anybody have sign in sheet that's around here?

Tom: Well with that I will adjourn the meeting and don't forget the non-mandatory walk thru next week at the site 9:00 a.m.

Tom: Thank you